



REQUEST FOR PROPOSALS:
Phase I and Phase II Environmental Site Assessments
1 North Avenue, Burlington

I. PURPOSE

The City of Burlington Department of Public Works seeks a qualified environmental consulting firm to conduct a Phase I and Phase II Environmental Site Assessments at the Burlington Police Department north parking lot at 1 North Avenue, Burlington, Vermont. The assessments are funded by the Capital Improvement Program, and are to meet ASTM's most recent guidance for Phase I ESA's and EPA's Quality Assurance guidelines.

II. BACKGROUND

The City of Burlington Capital Improvement Program is replacing the north parking lot at the Police Department and will be replacing the existing subbase with a new 18" subbase. This requires removal of the existing soils which need to be assessed prior to construction commencing.

III. SCOPE OF SERVICES

Conduct Phase I and Phase II Environmental Site Assessments on 1 North Avenue parking lot, Burlington, Vermont.

Phase I ESA: Meet or exceed standards cited in "ASTM E1527-05 Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process".

Phase II ESA: Submit and obtain approval for a Phase II ESA work plan from Vermont Department of Environmental Conservation. Attain Quality Assurance clearance from the Environmental Protection Agency. Conduct Phase II ESA sampling and field work, prepare and submit draft report to the City of Burlington and Vermont DEC. Include specific recommendations for next steps, including techniques and cost estimates for mitigation work related to the removal of the existing soils to accommodate the reconstruction of the parking lot. Make changes to draft Phase II ESA as directed, complete full report. Submit hard copies and electronic PDF of the completed report to EPA, Vermont DEC, and the City of Burlington.

Provide 5 hours follow-up consulting services to provide advice on next steps to the Capital Improvement Program Manager and the City of Burlington, and for possible presentations of findings at public meetings and/or permit hearings.

IV. FORMAT FOR SUBMISSIONS

The proposal should include, but not be limited to, the following:

- a. Experience and qualifications of the persons carrying out the Scope of Services (Where more than one person/organization is involved, specify the division of labor among these persons/organizations.)
- b. Three References with current contact information
- c. Compensation required to complete the Scope of Services, including estimated hours of work, and approximate numbers of hours for each task.
- d. Statement of availability and ability to compete scope of services within the required time frame.
- e. Contact person, phone/fax numbers, address and federal tax identification number.

Please do not submit pre-printed marketing materials, CD-ROM's, or other attachments. All submissions will become available to the public (including competing firms) after the contractor is selected: please do not include confidential materials. All materials produced for this project will become the property of the City of Burlington.

V. CONTACT PERSON

This RFP is being issued by the Burlington Community and Economic Development Office.

Questions should be addressed to:

Martha Keenan
Capital Improvement Program Manager
Department of Public Works
645 Pine Street
Burlington, Vermont 05401
(802) 540-0701; e-mail: mkeenan@burlingtonvt.gov

VI. DEADLINE FOR RECEIPT OF SUBMISSIONS:

All submissions in response to this RFP must be received by mail or hand delivery to reception desk at 645 Pine Street no later than:

Tuesday, October 6th, 2015 at 1:00 PM

Submissions received after this time and date will not be considered.

VII. SELECTION CRITERIA

A contract will be awarded based on the following criteria:

- a. Qualifications and experience of individuals who would perform the work
- b. References
- c. Cost of services
- d. Availability and ability to compete scope of services within the required time frame

Note: In the past, firms which have been successful in obtaining contracts have demonstrated strong technical skills, excellent references from recent projects, and have shown that the most qualified personnel available will be conducting all phases of the work. Another consistent factor from past successful proposals is a demonstrated ability to work with Vermont DEC and EPA in working through the complex issues of developing on contaminated properties.

VIII. LIMITS OF LIABILITY

The Department of Public Works assumes no responsibility or liability for costs incurred by proposers in responding to the RFP or in responding to any further request for interviews, additional data, etc., prior to the issuance of a contract.

IX. ACCEPTANCE AND REJECTION OF PROPOSALS

A selection committee will review the proposals, with the intention of awarding a contract. However, the City of Burlington reserves the right to reject any and all proposals submitted in response to this RFP when the City deems it in its best interest to do so.

There is no point system employed during the review of proposals. Reviewers will use the selection criteria as a basis for review, and will check references of the highest selected proposals.

The City of Burlington also reserves the right to negotiate modifications prior to the awarding of a contract. If negotiations with the selected consultant fail to produce a contract, the City reserves the right to enter negotiations with one or more other proposers.